

APPENDIX A
INSTRUCTIONS FOR EDUCATION CODING SHEET

1. **New employees:** you will be required to complete the attached Education Coding Sheet when you are brought on board so that your education may be properly entered in your automated personnel record. The Civilian Personnel Advisory Center will collect the form and forward it to the Northeast Civilian Personnel Operations Center.
2. **Employees who continue to advance their education after their initial hire date:** print the attached Education Coding Sheet to update your automated personnel record. Fill in all appropriate information and mail it to the Northeast Civilian Personnel Operations Center, 314 Johnson Street, Aberdeen Proving Ground, MD 21005-5283.
3. Make sure the information you furnish is accurate. If you are selected for a job with a specific education requirement, you will be required to furnish a transcript to verify your education. Fraudulent education claims are subject to disciplinary action, which could result in termination from Federal employment.

EDUCATION CODING SHEET

Name: _____ Date: _____

Social Security Number (last four digits only) : _____

Commercial Telephone Number: _____

Installation/Location: _____

1. Select number from this list that corresponds to your HIGHEST level of education: ____

01-Some elementary school (did not complete)
02-Elementary school (completed, no high school)
03-Some high school (did not complete)
04-High school graduate (or certificate equivalent)
05-Terminal occupational program (not completed)
06-Terminal occupational program (completed)
07-Some college (less than one year)
08-One year college (30-59 sem hrs/45-89 qtr hrs)
09-Two years college (60-89 sem hrs/90-134 qtr hrs)
10-Associate Degree
11-Three yrs college(90-119 sem hrs/135-179 qtr hrs)
12-Four yrs college (no degree; 120+ sem hrs/180+ qtr hrs)
13-Bachelor's degree
14-Post Bachelor's degree (no Master's)
15-First professional degree (8 year study program, e.g., Law, Medicine, Dentistry)
16-Post-first professional
17-Master's degree
18-Post-Master's
19-Sixth-year degree
20-Post sixth year
21-Doctorate degree
22-Post-doctorate

2. Indicate type of school from which you earned your highest level of education:

H - High School (other than vocational, technical, or trade school)
V - Vocational, Technical or Trade School (High School level)
W - Vocational, Technical or Trade School (Above High School level)
B - Junior/Community College
C - College or University

3. Year in which you graduated: _____

4. Name of School from which you graduated: _____

5. State in which the school is located _____

YOU MAY SKIP TO ITEM 9 UNLESS YOU HAVE FORMAL EDUCATION BEYOND HIGH SCHOOL.

6. Insert total hours in the appropriate item to indicate number of semester, quarter, or classroom hours earned:

Semester hours: _____ Quarter hours: _____ Classroom hours: _____

7. Indicate type of degree or diploma: _____

8. Indicate your field of study:

Major (requires at least 20 semester hours or 30 quarter hours): _____

Minor (requires 12-19 semester hours or 18-30 quarter hours): _____

9. Signature and date: _____